



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

August 8, 2014

Dear Auditor-Controller/Agency Officer:

This letter provides information regarding the 2013-14 Transit Operators Financial Transactions Report (FTR). Public Utilities Code section 99243 requires the financial transactions of each Transit Operator to be submitted to the State Controller's Office (SCO) within 90 days after the close of the fiscal year or within 110 days if filed electronically.

The financial reports are due September 29, 2014. If filing electronically, the due date is October 20, 2014. Please submit the following documents:

- Financial Transactions Report
- U.S. Bureau of Census survey form
- Government Compensation in California (GCC) Report (if applicable)
 - Information regarding the 2013 GCC Report was mailed in June 2014

Please note that Transit Operators who provide both general public and specialized transit services are required to submit a separate FTR for each type of service. If applicable, you will receive separate letters with a unique set of usernames and passwords.

Beginning this fiscal year, the electronic reporting program to prepare the FTR is available for download on the SCO's website. The compact disc containing the electronic reporting program is not included with this letter.

Please visit www.sco.ca.gov/ard_locinstr_transit_forms.html for the electronic reporting program, as well as paper reporting forms, instructions and information. Local Government Reporting staff is available if you need assistance with downloading the electronic reporting program.

If you have any questions or need assistance with downloading the electronic program, please contact the Local Government Reporting Section at LGRsupport@sco.ca.gov or (916) 322-9672, or call Chi Ha at (916) 323-9293.

Sincerely,

(original signed by)

RENEE HSZIEH, Manager
Local Government Reporting Section